



**Paid Graduate Intern, Career Counseling**  
**CSU Fullerton Career Center**  
**20 hours per week**

The Career Center assists students in assessing and defining their work-related skills, interests, experience, and values to maximize career opportunities consistent with their personal and career aspirations. The Career Center partners with students, faculty, alumni, employers, academic programs, and graduate schools to build bridges between the distinctive academic programs of the University and diverse professional and graduate education opportunities in the larger community.

**Position Summary**

The Graduate Intern (Career Coach) in Career Counseling provides frontline drop-in counseling services as well as comprehensive career counseling to students/alumni utilizing the Career Center, applying basic counseling skills, techniques, and career development theory in a practical setting. In addition, the GI will train with college career specialists and assist with programming.

**Learning Objectives & Training**

As a result of this internship opportunity, the Career Coach will gain:

- Familiarity with career counseling techniques and theories, career trends, knowledge of career related resources, and experience with related ethic/legal issues.
- Hands on experience working one-on-one with a diverse student population through counseling appointments and brief drop-in sessions.
- Presentation and communication skills through the development and facilitation of workshops.
- Career related program implementation and outreach experience in collaboration with a team.
- Professional skills in resume and cover letter writing, job search skills and strategies, interview preparation, salary negotiation, graduate school preparation, and other career related topics.

**Job Duties & Responsibilities**

- Applies basic counseling techniques and knowledge of the career development process in identifying interventions resources, and services appropriate to the student's needs.
- Applies knowledge of career counseling resources, assessments, and strategies in working one-on-one with students making academic and career decisions, exploring options, and preparing for job searches and graduate or professional school.
- Critiques resumes, cover letters and other job search correspondence; supports students preparing for job interviews.
- Develops, presents and co-facilitates career related workshops and presentations.
- Works and trains with College Career Specialists on various projects, assignments, and presentations.
- Becomes an expert on specific industries and colleges providing relevant career information to students.
- Maintains current information on Career Center programs, services, policies, and events.
- Provides orientation/overview of Career Center to first-time visitors.
- Refers students to other campus and community resources when assistance is needed beyond the scope of the Career Center.
- Conducts brief intake interviews to determine student's primary reason for visiting the Career Center.
- Works individually with students to develop action plans for acquiring academically related work experience.
- Assists students in evaluating their personalities, skills, values, and interests in relation to choosing majors and/or suitable work environments.

- Makes recommendations to students regarding workshops, orientations, programs and services to enhance their efforts to achieve stated goals.
- Becomes knowledgeable of current full-time and part-time job listings, internships, cooperative education, and volunteer/community service openings in order to assist students.
- Incorporates the use of computerized career guidance systems and online resources such as EUREKA, Ferguson, Titan Resume Builder, *InterviewPrep*, Titan Connection Jobs database, online search engines, and other career/job related internet sites.

### **Minimum Requirements**

- Graduate student pursuing a MS/MA in Higher Education, Student Development in Higher Education, College Counseling and Student Development, Psychology, Education, or a related degree.
- Interest in career counseling and career development issues of college students and alumni.
- Understanding and sensitivity to diverse academic, socioeconomic, cultural, disability, and ethnic populations.
- Completed Counseling Theory, Student Development Theory, and/or Career Counseling Theories preferred, but not required.

### **Commitment**

- Available 20 hours per week, Monday – Friday, 8:00 a.m. and 5:00 p.m. (as late as 7:00 p.m. some days); evening and weekend hours available as needed.

### **Parking Information**

The Career Coach will be responsible for purchasing his/her own campus parking permit. The Graduate Intern will have the option to either purchase a semester parking permit estimated at \$180-242 per semester or purchase a daily parking permit at the rate of \$10.00 per day.

### **Questions**

Please email Associate Director, Andrew Gonzales at [angonzales@fullerton.edu](mailto:angonzales@fullerton.edu).